

PUBLIC NOTICE

Webb County is seeking a cost effective means to effectively and efficiently record, secure, and access records and data. In particular Webb County is looking for an electronic program that will be the solution for land, courts and licensing records. We are looking for a comprehensive program that will provide records management services including onsite software/hardware installation, extended training, ongoing support, data conversions, and micrographics (scanning, indexing and archival) services.

Proposals must be submitted in **One Original and Eight copies** in sealed envelopes to the Office of the Webb County Clerk. Sealed envelopes must be marked (Sealed Proposal) with the number and services on the front lower left-hand corner of envelope.

RFP-2015-13 “Comprehensive eRecording and Document Management Software Services”

Proposals will be either hand delivered or mailed to the following location:
Hand delivered or mailed to:

**Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, TX 78042-0029**

Proposals must be delivered no later than **Thursday September 3, 2015 at 2:00 PM,** at which time all received proposals will be opened and read to the public. Late Proposals will not be considered.

If any additional information is required please contact, Leticia Gutierrez at Purchasing Department at 956-523-4127 lgutierrez@webbcountytx.gov . Please visit our web-site for a copy of proposal notice and specification, under Purchasing Department www.webbcountytx.gov .

The County of Webb reserves the right to reject any and all proposals or to select the proposal that is the best interest of Webb County.

Dr. Cecilia M. Moreno
Purchasing Agent

Advertise on the following dates: Saturday August 15, 2015 and Saturday August 22, 2015

THIS FORM MUST BE INCLUDED WITH RFP-PACKAGE; PLEASE CHECK OFF EACH ITEM AND SIGN

"Sealed Proposal Checklist"

RFP 2015-13 "Comprehensive eRecording and Document Management Software Services"

- ☐ Public Notice
- ☐ Scope of Work Proposal
- ☐ Pricing form (required)
- ☐ Terms and Conditions (Please read)
- ☐ Conflict of Interest Forms (required)
- ☐ Certification Regarding Debarment (Form H2048) (required)
- ☐ Certification Regarding Federal Lobbying (Form 2049) (required)
- ☐ Proof of No Delinquent Tax Owed to Webb County (required)
- ☐ Proposal Information form (required)
- ☐ References (required)

Signature

RFP 2015- 13
**Comprehensive eRecording and Document Management
Software Services**

Introduction

Webb County is seeking a cost effective means to effectively and efficiently record, secure, and access records and data. In particular Webb County is looking for an electronic program that will be the solution for land, courts and licensing records. We are looking for a comprehensive program that will provide records management services including onsite software/hardware installation, extended training, ongoing support, data conversions, and micrographics (scanning, indexing and archival) services.

Scope of Services

1. Executive Summary

Responder must provide an executive summary and an overview of the services that can be provided to the County Clerk's Office.

2. Experience

Responder must have extensive experience with records management systems including imaging, indexing, cashing and searching for County offices. Responder must demonstrate knowledge of the various aspects of recording documents including fee structure and reporting requirements. It is preferred responder has successful installation within other county offices in the State of Texas.

3. Hardware Requirements

Responder must be able to provide system and server requirements for hardware to be purchased internally by the County and ensure compatibility. Include a configuration layout of the suggested hardware. Responder must be able to provide procedures that they would take if the County decides to upgrade or replace equipment. Identify any related costs, if any, which would be incurred by the County. Describe installation procedures and testing plans.

4. Solution Requirements

Receipts and Recording Software

The responder's recommended system shall provide a tightly managed accounting module with security based user controls. The accounting module shall perform document validation, transaction audit trails and detailed accounting reports including daily financial journals to reflect all monies taken in by the Webb County Office.

Customizable Workflows

Responder must describe how the system is designed to meet Webb County desired workflows. The system should be able to be easily customizable to meet changing needs of the county and adaptable to staffing to achieve operational efficiencies. Diagrams of available workflows should be included in the response.

Indexing Capabilities

The responder shall install and support the indexing of documents related to real estate recording and other documents the Webb County Clerk's office is required to record. Indexing software shall provide a comprehensive database, which includes:

- Input screens and views can be unique to each document type.
- Advanced OCR (Optical Character Recognition) functionality that includes:
 - Automatic Verification, Automatic Identification and Automatic Population
 - Drag and drop functionality
 - Color coded accuracy flags to easily identify errors and ease of verification
 - Automatic parsing of fields
 - Ability to identify certain field types such as Social Security numbers to ease in identifying data that may require redaction
- User defined screen layouts
- Table lookups
- Drop downs
- Common names
- Auto fill
- Default fields
- Required fields
- Protected fields
- No limits to the amount of information entered
- Quality controls with custom validation points
- Custom checklists to reduce errors and increase standardization

It is preferred the responder can provide intelligent software to automatically capture relevant indexing data such as names, dates, legal description, addresses, and other

important information from unstructured electronic county property filings and associated documents. It is the desire of the Webb County Clerk's office to collect information that used to be hand typed, through OCR (Optical Character Recognition) capabilities to read from the electronic documents and inserted into databases instantly, saving time and allowing users to stay current and manage more documents faster.

Redaction Capabilities

Responder must be able to provide redaction capabilities in the recommended solution to identify and remove sensitive data from property files, protect against identity theft and fraud. It must be integrated into the indexing module to identify pre-defined sensitive data and mask the data from the document. A copy of both the redacted and un-redacted (for internal staff viewing) document must be stored within the system.

Scanning Capabilities

System must have integrated scanning capabilities that allow Webb County to determine when scanning occurs in the workflow. Solution must automatically link the image to the correct document. Other capabilities include:

- Automatic verification of number of pages
- Handles scanning a document at a time, from a queue and/or batch scanning
- Non-proprietary and standard image file formats
- Scanning at 300DPI (Dots per inch) and saving as TIFF (Tagged Image File Format) at Group III or IV compression
- Integration with most scanners
- Easily import images into the system

eRecording Capabilities

Responder must describe in detail how e-recordings in the proposed system. Responder shall be able to provide, at a minimum, Level 2 e-recordings. eRecording functionality should be integral to the proposed system and enable to record the documents in a similar process as recordings from other delivery methods. Multiple levels of security including 128-bit encryption and PKI (Public Key Infrastructure) should be included to ensure that all transactions are secure.

The same user interface should be used and require minimal training. It is preferred that there is no reliance on third party vendors. System should be able to accept eRecording from third parties as well. Submitters should not require any software or additional equipment to enable them to submit a document for e-recording.

eCertification Capabilities

Responder's Solution shall allow the County to provide requestors with the ability to receive electronic copies of certified documents. Documents will show authenticity by bearing the seal of the County and a United States Postal Service (USPS) Electronic Postmark (EPM) guaranteeing the document as certified and unmodified file. For convenient access the electronic documents should be in Adobe PDF format. It is preferred the Responder provide this service as part of the County Web Search portal which will also have functions for payment of electronically certified copies to the County.

Marriage License and Application Processing Capabilities

Responder's Solution shall allow the County to manage application and generate marriage licenses/permits needed.

Cash Management

- Responder should describe how cash is handled in the proposed solution. The system should track all monies taken and dispersed by the Webb County Clerk's office. System must handle multiple payment methods such as Cash, Money Orders, Checks, Escrow Accounts, ACH transaction and Credit Cards.
- Cash-out reports should be able to be run as desired. Each transaction should be able to be tracked by user and by workstation to allow detailed reporting.
- Describe how receipts are generated upon the acceptance of money for any transaction. Receipts should be able to be generated and printed upon demand.

Reporting Capabilities

- Some reports are printed daily. Others are printed primarily on an as needed basis. Responder's recommended software solution shall provide the ability to print reports, which contain substantially the same information that appears on current reports.
- The option to customize and centralize all reports must be included in the proposed system.
- The responder shall explain the application to produce those reports.
- System must be able to include, at a minimum, current Webb County Clerk's specific reports.
- Reports should be able to be easily added. System should have the ability to send reports via e-mail.

Automated Fee Calculation

Recommended solution must allow Webb County to automatically calculate fees for each and every document type, including any taxes. The ability to waive or add miscellaneous fees is necessary. It is important to be able to provide an option to identify taxable / exempt documents by state, municipality and school district.

Automatic Generation of Document Numbers

Recommended solution should include automatic generation of book and page, recorded date and time.

Automated Rejection Process

Recommended solution should automate the rejection process. It is desired that the county will have the ability to easily identify that a document is rejected, select reasons for rejection and automatically generate a rejection letter that can be returned with the document(s).

Internet Access

Recommended solution must include the ability to provide access to the County records online if desired at any point at no additional cost.

The solution should include:

- Secure website and County Portal that is intuitive and easy to use
- Access via the internet or at the County office
- Ability to launch online services from the Webb County Clerk's website
- Advanced search functionality to improve experience for agents and public
- County defined user levels such as:
 - Professional / advanced searches for agents that includes viewing of images
 - Simple searches for general public
- Ability to watermark images
- Ability to modify number of results viewable per page
- Page to display "No Records Found" if search returns no results
- Provide a list of search criteria which is available
- Option to charge for access to the Webb County Clerk's records if desired with all reporting and tracking of this information
- Option to allow account holders (charge account, escrow account) to fund their account via credit card transactions.
- Detail and describe all proposed revenue structures from internet access of the County's records

Portal Capabilities for Other Counties

Vendor's system shall have the capability to license application software to the County allowing the County to provide services to counties within the state on a per transaction basis. Infrastructure will be hosted and provided by the County and software, implementation and on-going support to be provided by the vendor.

Reliability

System reliability is a mandatory requirement. The responder shall clearly state its approach to fault tolerance, integrity scheme, and system recovery time, loss and resultant degradation of processing capability. The system software shall provide a quality assurance capacity to verify that information is written to the storage media. Responder must be able to describe how they ensure that there are multiple levels of redundancy of data.

System Response Time

Reasonable response time shall be maintained as the system grows in the numbers of users and amount of data. The proposed system must be designed with a distributed architecture such that each client machine is doing most of the data processing and the servers are each configured for a specific task (image storage and retrieval, database, and browser-based searching).

Performance Management

Proposed solution should track all statistical information about workload, such as volumes, types of documents, status, updating or editing activities, rejected documents, employee operating times, and number of documents processed. Webb County must be able to easily and quickly monitor activity on a real time basis.

System should track a document through the entire recording process. Webb County should be able to quickly review and search on the document status to identify any back-log or if a document has not been verified. Queues for all document stages should allow staff to manage unverified or in-suspense/hold work.

It must be easy to trace all activity and identify accountability.

Source Code in Escrow

Responder shall ensure that the source code be updated with every upgrade, patch or enhancement. Proof of escrowed source code shall be required and a receipt from the institution where the source code is maintained will be provided to Webb County.

Security

Responder must describe how security is handled in the proposed solution. Password-only access is desired. Describe external and internal security.

System Administration

User Administration must be easy to use and allow the office system administrator to specify exactly what each user is allowed to do in the system. The County Clerk's office must be able to easily add or remove permissions for any user.

The proposed solution must allow the ability to assign permissions and/or access to specific tasks, document types, functions, etc. as desired. Permissions must be linked to login/password to allow user to be able to use any workstation in the office and have access to their specific tasks.

The system must include detailed auditing functions to track everything done in the system by each user, when and at which workstation including tracking of all file access and activity. The ability to quickly switch login to enable people to use different workstations and still maintain accurate audit trail is required.

Shared Access

Frequently, especially for recent transactions, multiple users will require access to the same data and documents. Describe how the recommended system handles simultaneous access to files and data and how processing speed and system performance are to be maintained. Identify features of the system that make it user friendly and easily accessible by the general public.

Daily Backup, Disaster Recovery

Describe how recommended solution provides daily back-ups and ensures multiple levels of redundancy of data for back-up and disaster recovery.

Backup Features

Recommended solution should include a County Server, an off-site replication of the County server, tape backup of the County Server, tape backup of the replicated off-site server, and archive of images to microfilm, thus ensuring the security of records.

Power Outages

Describe recommended environment to protect data and ensure an orderly shut-down of the server.

Data Loss

Describe how recommended solution protects against data loss.

Multi-User Environment

The software shall allow for a multi-user environment and be user friendly. It shall be able to support a multi-user configuration and be able to operate on multiple PC workstations via a LAN. For example, software shall have the ability to provide for receipts on multiple workstations, in multiple locations. An open system environment is required.

Query and Search

The system shall provide extensive query capabilities. Users shall be able to search real property, UCC, Liens and other record indexes on-line and access related images on the same screen. The system shall be capable of integrating converted index data and images

5. Installation Support Services

Implementation and Project Plan

The vendor shall provide an implementation plan in the proposal, which outlines the general tasks that will be completed, and the amount of time in days needed to fully implement the system.

Project Team

Key project team members must be submitted with the response along with their resume for review. List 3 county references for each team member.

Project Organization Chart

A chart of vendor staff and county staff is to be submitted along with projected times needed by each team member for this project.

Data and Image Conversion

Responder must be able to describe in detail the data and image conversion process. The quality assurance process and quality standards must be explained that ensures a clean migration of data and images. Detailed reporting of any errors, omissions or anomalies throughout the migration process should be provided.

Training

Vendor shall provide training to the staff and end users (public and business users). Training shall be specific to the role and level of responsibility of each staff member. Vendor shall provide a detailed training plan. The vendor shall provide appropriate training manuals.

6. Database Management Requirements

Webb County requires that software solutions operate within and utilize a relational database management system that is SQL compliant. The responder shall state in their proposal the database utilized by their software.

7. Programming Language Requirements

The responder shall specify the language(s) in which all programs and utilities delivered as part of the database management system and application is (are) written.

8. References

Provide at minimum 3 references of installations in offices of similar responsibilities and size of Webb County.

9. Documentation

Provide samples of system manuals and guides which will be included with the installation.

10. Customer Support

Responder must be able to provide local support and have the ability to quickly respond to questions, concerns and requests. Outline service levels and technical support that is provided. Include details of maintenance agreement and identify what is or is not included under this agreement.

- Describe customer support process. Customer support at minimum should include toll-free phone support, email support, online chat, online knowledge base, ticketing system accessible by the County.
- List customer support availability.
- Include 24/7 emergency contacts and contact information.
- Describe escalation procedures.
- Describe procedures for work stoppage, bug fixes and patches.
- Explain how upgrades and enhancements are deployed.

11. Support and Maintenance

- Describe and detail the services included in your annual support and maintenance package.
- How many upgrades are included?
- Are bug fixes and patches included?
- Are general enhancements included?
- Are changes due to regulatory mandates included?
- Are changes to fields, forms, letters, preferences and reports included?
- Is on-going training included?

- Does your organization have user group meetings? If so, describe how they are organized.
- Detail how your organization stays abreast of industry best practices and technology advances.
- Include a sample of release notes.
- What is included with a new release? How will the county be notified of a new release?

Criteria for selection

1. Experience (10 points)
2. Hardware requirements (10 points)
3. Solution requirements (20 points)
4. Installation support service (15 points)
5. Database Management requirements (5 points)
6. References (5 points)
7. Customer support (15 points)
8. Support and maintenance (15 points)
9. Price (5 points)

Selection Process

1. Responders will be asked to present their program; elaborate on the services and answer questions relative to the program being proposed.
2. Committee will rank the proposers.
3. Top ranked proposer will engage in contract negotiations and if agreed by both parties the contract will be presented to the court for approval at the time that the award of the RFP is to be made.
4. If contract negotiations have been acceptable, highest ranked proposes will be recommended to the court for award and approval of the contract.

Proposal Information:

1. Sealed proposals mailed or delivered to:
Ms. Margie Ibarra Webb County Clerk
1110 Victoria St. Suite 201
Laredo, Texas 78042-0029
2. Sealed proposals are due at **2 PM on Thursday September 3, 2015**
3. Sealed proposal must be submitted with one (1) original and eight (8) copies in sealed envelope, must be marked Sealed Proposal with proposal number and description

4. For additional information please send questions to lgutierrez@webbcountytx.gov Contract Administrator, Leticia Gutierrez. Responses to questions will be sent email to the person having the question and will be posted on the web-site for all others to view.

Pricing

Responder must include details of pricing for recommended solution that includes the following:

SERVICE	PRICE
SOFTWARE	
Licenses for Electronic Recording Solution (specify # of licenses included)	
Cashiering	
e-Recording	
Indexing	
Imaging / Batch Scanning	
OCR / ICR Auto-Indexing	
Redaction	
County Portal/Inquiry/Search	
Customized Workflows	
Customized Look & Feel	
IMPLEMENTATION	
Project Plan	
Project Management	
Hardware Configuration	
Software Configuration	
Training	
On-going Support	
CONVERSION SERVICES	
Data Conversion from current system	
Image Conversion from current system	
Data Analysis, Quality Control, Exception Reporting and Planning	
ANNUAL SUPPORT & MAINTENANCE FEE: <i>Include the starting year of maintenance fee i.e. year 1, year 2, year 3 etc...</i>	
OTHER SERVICES	
Hardware Equipment (list equipment model, brand, quantity and price per)	
Archiving of Image to Film	
Scanning and Processing of Maps	

COUNTY OF WEBB

Terms and Conditions of Invitations for Bids/Proposals

1. GENERAL CONDITIONS:

Proposers/Bidders are required to submit their proposals upon the following expressed conditions:

- (A) Proposers shall thoroughly examine the scope of work and layouts, instructions and all other contract documents.
- (B) Proposers shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of materials and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill in every detail the requirements of the contract documents of the County or the compensation of the vendor.
- (C) Proposers is advised that all County contracts are subject to all legal requirements provided for in county, state and federal statutes and regulations.

2. PREPARATION OF BIDS/PROPOSALS:

Proposals will be prepared in accordance with the following:

- (A) Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- (B) Alternate bids will not be considered unless specifically requested within the proposal package.
- (C) Proposed Period of Performance (POP) must be shown and shall include Sundays and holidays.
- (D) Bidders will not include Federal taxes or State of Texas limited sales excise and use taxes in bid prices since the County of Webb is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

3. DESCRIPTION OF SUPPLIES:

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to

indicate type and quality of material. Bidders are required to state exactly what they intend to furnish otherwise they shall be required to furnish the items as specified.

4. SUBMISSION OF BIDS/PROPOSALS:

- (A) Bids/Proposals and changes thereto shall be enclosed in sealed envelopes addressed to the Webb County Clerk. The name and address of the bidder, the date of the proposal opening and the material or service bid on shall be placed on the outside of the envelope.
- (B) Bids/Proposals must be submitted in the forms furnished. Electronic bids/proposals will not be considered. Bids/Proposals, however, may be modified by written notice provided such notice is received at the County Clerk's Office before the time and date set for the proposal opening.
- (C) Samples, when required, must be submitted within the time specified, at no expense to the County of Webb. If not destroyed or used up during testing, samples will be returned upon request at the proposer expense.

5. REJECTION OF BIDS/PROPOSALS:

- (A) The Purchasing Agent may reject a bid/proposal if it is deemed to be non responsive and/or provided by not responsible bidder/proposer.
- (B) No bid/ proposal submitted herein shall be considered if the proposer owes any delinquent taxes to the County of Webb at the time proposals are opened. In the event that the successful proposer herein subsequently becomes delinquent in the payment of his or its County taxes, such fact shall constitute grounds for cancellation of the contract.
- (C) No bid/proposal submitted herein shall be considered unless the bidder/proposer warrants that upon execution of a contract with the County of Webb, the bidder/ proposer will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, sex, creed, disability, or national origin and will submit such report as the County may thereafter require to assure compliance.
- (D) The County may, however, reject all proposals whenever it is deemed in the best interest of the County to do so, and may reject any part of a bid. County may also waive any minor informalities or irregularities in any bid.

6. WITHDRAWAL OF BIDS/PROPOSALS:

Bids/Proposals may not be withdraw after the closing time and date.

7. LATE BIDS/PROPOSALS OR MODIFICATIONS:

Bids/Proposals and modifications received after the time set for the proposal submission will not be considered.

8. CLARIFICATIN OR OBJECTION TO PROPOSAL SPECIFICATIONS:

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications, or other bid/proposal documents or any part thereof, the bidder/proposer may submit to the Purchasing Agent on or before five days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of Webb County proposal package specification instructions, if made, will be made only by Addendum duly issued. A copy of such Addendum will be posted on the web-site and email to the vendors list that have received email copy of package. The County will not be responsible for any other explanation or interpretation made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this proposal must be filed in writing with the Purchasing Agent on or before five days prior to the scheduled opening.

Where there is a question that will not lead to an addendum, the questions will be made in writing to the Purchasing Department. The answer will be in writing posted on the website for everyone to receive the same response.

9. DELINQUENT TAXES:

All vendors seeking to do business with Webb County must owe no delinquent taxes to the County. Attestation of owing no delinquent taxes will be required. If a vendor owes taxes to Webb County, those taxes should be paid before submitting a proposal.

10. AWARD OF CONTRACT:

- (A) The contract will be awarded to the best qualified according to the bid/proposal criteria and a written award letter will be issue.
 - (1) Award of a bid/proposal requires formal approval by the Commissioners Court.
 - (2) Bid/Proposal contract must also be approved by the Commissioners Court.
 - (3) The written notice to proceed will be for construction contracts provided after all contract documents are signed.

- (D) Prices must be quoted F.O.B. Webb County with all transportation charges prepaid, unless otherwise specified in the Invitation for Bids/Proposals.
- (E) Delivery time will be considered in breaking of tie proposals.
- (F) Period of Performance will commence with written Notice to Proceed.

11. BID BOND

A bid bond in the amount of 5% of the Bid/Proposal issued by an acceptable surety company shall be submitted with each bid. A certified check or Bank Draft payable to the Webb County may be submitted in lieu of the Bid Bond. All such bonds, cashier checks shall be drawn payable to Webb County.

12. PERFORMANCE AND PAYMENT BOND

A Performance Bond is require for construction work if the contract is in excess of \$100,000; and a Payment Bond is require if the construction contract is in excess of \$25,000. The requirement is for all prime contractors which enter into a formal contract with the State, any department, board, agency, municipality, county, school district or any division or subdivision. The failure of the successful bidder/proposer to execute the agreement and supply the required bonds within ten (10) days after the award or within such extended period as Webb County may grant, shall constitute a default and Webb County may, at its option either award the contract to next lowest responsible bidder, or re-advertise for bids/proposals. In either case, Webb County may charge against the bidder the difference between the amount of the bid, and the amount for which a contract is subsequently executed irrespective of whether this difference exceeds the amount of the bid bond. If a more favorable bid is received through re-advertisement, the defaulting bidder shall have no claim against Webb County for a refund.

13. WORKERS' COMPENSATION INSURANCE COVERAGE:

The Workers' Compensation Commission has adopted Rule 110.110 effective with all bids advertised after September 1, 1994. The TWCC has stated that it is aware that a statutory requirement for workers' compensation insurance coverage is not being met. Therefore, Rule 110.110 requires that all bidders be covered under workers' compensation insurance to achieve compliance from both contractor(s) and governmental entities. **Attachment A** is provided in accordance with the requirements on governmental entities. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive.

14. REFERENCES:

Webb County requires proposer to supply with this proposal, a list of at least three (3) references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.

15. STATEMENTS:

No oral statement of any person shall modify or otherwise change, or affect the terms conditions, plans and/or specifications stated in the bid/proposal packages.

16. ETHICS:

The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, of the Webb County Purchasing Department.

17. PROPRIETARY INFORMATION:

All materials submitted to the County become public property and are subject to the Texas Open Records Act upon receipt. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary a time of submittal. The County will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Webb County

Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filled with the records administrator of Webb County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Cayetano "Tano" Tijerina
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura "Wawi" Tijerina
4. Commissioner John Galo
5. Commissioner Jaime Canales
6. Judge Joe Lopez, Chairman, 49th Judicial District
7. Judge Becky Palomo, 341st Judicial District
8. Judge Monica Notzon, 111th Judicial District

Please send completed forms to the Webb County Clerk's Office located at 1110 Victoria, Suite 201, Laredo, Texas 78040.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (Item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

☐ Yes

☐ No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- ☐ The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- ☐ The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.

Signature of Authorized Representative

Date

Printed/Typed Name and Title of
Authorized Representative

CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

☐ Yes

☐ No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.

Name of Authorized Representative	Title

Signature – Authorized Representative

Date

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name _____ owes no delinquent property taxes to Webb County.

_____ owes no property taxes as a business in Webb County.
(Business Name)

_____ owes no property taxes as a resident of Webb County.
(Business Owner)

Person who can attest to the above information

*** SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas

County of Webb

Before me, a Notary Public, on this day personally appeared _____, know to me (or proved to me on the oath of _____ to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____ 2015.

Notary Public, State of Texas

(Print name of Notary Public here)

My commission expires the ____ day of _____ 20__.

Proposer Information

Name of Proposer: _____

Address: _____

City and State _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign:

Signature

Print Name

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)

Note:

All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.

If any further information is required please call the Webb County Purchasing Agent, Dr. Cecilia May Moreno, at (956)523-5224 or Contract Administrator, Leticia Gutierrez, at (956)-523-4127.

References

Name of Firm	Address	Phone	Name of Contact